

RECORDS RETENTION AND DISPOSAL SCHEDULE

Calvert County
Board of County Commissioners

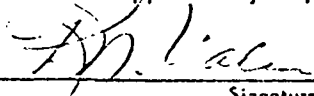
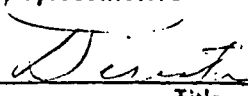
Board of Parks and Recreation

AGENCY

DIVISION

Item No.	Description	Retention
1	<u>MINUTES OF THE BOARD</u> Record of the proceedings of the Board in administering the County Park and Recreation program.	Retain permanently.
2	<u>PARKS AND RECREATION RESOLUTION</u> Enabling act and related material establishing the Board of Parks and Recreation and outlining duties and authority.	Retain permanently.
3	<u>ADMINISTRATIVE FILES</u> Papers, studies, reports and correspondence relating to administration of the Board and its activities.	Retain permanently.
4	<u>PROGRAM FILE</u> This file covers all programs administered by or participated in by the Board, one or more folders for each program, arranged alphabetically.	Retain for duration of the program or activity or for three (3) years, whichever is later, then destroy.
5	<u>PROPERTY FILE</u> The file contains one or more folders for each piece of property reviewed or purchased by the County for park and recreation use since 1971.	Retain permanently.
6	<u>SUBDIVISION FILE</u> Copies of subdivision plats and plans referred to the Board for review by the Planning Commission, filed by names of subdivisions. The record copies of these plats and plans would be found in the land records of the Circuit Court and in the files of the Planning Commission.	Retain for three (3) years, then destroy,

Schedule approved by Department, Agency or Division Representative


Signature
Title10-15-76
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

11/8/76
Date
Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. C-443

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NO. 2

Item No.	Description	Retention
7	<p><u>GRANTS FILE</u></p> <p>File of grant requests by program which were referred to the Board, including guidelines, information and reports.</p>	<p>Retain for three (3) years, then destroy, except material having continuing value to the office; such material should be retained until such value ceases, after which it may be destroyed.</p>